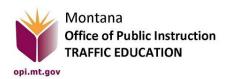
# MONTANA CROSSING GUARD TIP SHEET



# **The Scanning Procedure**

- Look left right left
- Look over your shoulder for turning traffic
- Listen

# **Extending Gaps in Traffic**

### **Curbside Assembly**

- Children should wait to be crossed
  - > Stand one step back from the curb or edge of roadway
  - Gather as a group
- Remind gathered children to:
  - > Stop at the edge and wait
  - Use scanning procedure
  - > Stay within the crosswalk markings
  - Walk their bicycles, scooters and skateboard while in the crosswalk
  - Continue scanning until they are out of the roadway

### Select Gap

- Manage gaps in traffic using the STOP paddle
- At signalized intersections
  - ➤ Always cross when the light is red for motorists
  - > Always use the pedestrian signals when available
- Scan for traffic
- You may use a whistle to get the attention of problem motorists

#### **Enter Crosswalk**

- After all traffic has stopped
- Hold the STOP paddle high

#### **Stop Far-side Traffic**

- Make eye contact
  - With the first approaching motorists
  - With motorists in each lane

### **Take Position**

- Do not cross children if:
  - > Any traffic is moving
  - Any vehicles are in the crosswalk

### **Cross Children**

- Tell children when to begin crossing and remind them to keep scanning
- Continue to hold STOP paddle in the correct position
- Remain in the crosswalk until the last child has moved from the roadway

#### **Complete Crossing**

• Check the crosswalk for stragglers

#### **Return to Roadside**

Move from the crosswalk, continuing to display the STOP paddle

#### **STOP Paddle Down**

- Signal traffic to resume after leaving the roadway by lowering the STOP paddle
- Wait for the next group of children

Follow the same, proper procedure all the time, even when traffic is light.

## **Personal Conduct**

- Arrive on time, not too early
- Stand at post never sit
- Maintain self-control
- Be firm, courteous, pleasant
- Exhibit behavior that projects a positive image of your agency

# **Required Equipment**

- Retro reflective STOP paddle
- Fluorescent and retro reflective vest
- Fluorescent rainwear or wear vest over your coat

# **Suggested Equipment**

- Retro reflective gloves
- Whistle

### In Case of a Crash

- Call 911 first
- Keep the children safe stay at your position and keep control of the children. Gather them in a safe place away from the street.
  - Have notepad and pencil for noting details
  - > Be able to describe car(s) involved
  - ➤ Get license plate numbers if possible
- Telephone your supervisor
  - Incident may block your primary crossing
  - Crash scene may require you to employ a contingency plan to safely cross children

### First Aid

- Protect yourself and students first!
- Don't attempt to help if you are injured
- If not hurt, try to prevent additional damage or injury
  - Protect the area
  - Notify authorities
  - Care for the injured
- Remember: Not every crash scene is the same
- If a qualified person is at the scene, stay out of the way
- Do not move a severely injured person unless there is a greater danger
- Stop bleeding by applying direct pressure to wound
- Keep the injured person warm

Adapted with permission from the Pennsylvania Department of Transportation, Crossing Guard Tip Sheet (http://www.saferoutespa.org/Training/Crossing-Guard-Training/)

